

QUINCY RETIREMENT BOARD

Senior Accountant Job Posting

Applications accepted until position is filled

The City of Quincy Retirement System is seeking a highly qualified individual for the full time position of Senior Accountant. The System operates in conformity with Massachusetts General Laws Chapter 32; Public Employee Retirement Administration Commission (PERAC) regulations and oversight

Information pertaining to the position, required qualifications and directions to apply are as follow:

Title: **Senior Accountant**

Summary: This position reports to the Executive Director of the Quincy Retirement Board. Responsible for assisting the Executive Director in the operation of the Quincy Retirement Board's office in conformity with Massachusetts General laws Chapter 32, Public Employee Retirement Administration Commission regulations and the Quincy Retirement Board's policies and regulations through fund accounting, filing monthly reconciliation reports, working with the Custodial Bank and interface with Custodial Systems, data entry, work with PTG, interaction with PERAC, payroll, assisting QRS membership, and various other duties of more complex clerical functions.

Duties and Responsibilities:

- Research payroll records to calculate cost of make-ups requested by members for approval of the Retirement Board.
- Import or input the weekly deductions of all active members of the Quincy Retirement System. Calculate and post creditable service for all members.
- Enter cash receipts and disbursements in accounting system for review by Executive Director. Balance posted deductions to cash receipts.
- Submit monthly Cash Books to PERAC.
- Liaison between the Executive Director and the Custodial Bank.
- Assist the Executive Director in production of the Annual Statement.
- Responsible for year –end 1099R for members and IRS reporting.
- Public Safety members PPA notices.
- Set up new members and record all changes to members' information in their files.
- Review all units' payrolls for compliance with PERAC's regulations, M.G.L. Ch. 32 and the Quincy Retirement Board's rules and regulations.
- PTG member benefit payroll process, functions and execution including updating and implementing COLA's.
- Attend and participate in staff, department or other meetings, seminars and conferences as directed by the Executive Director.

- Must have a working knowledge of Microsoft Office programs, Board Paq and willingness to learn and adapt as technologies change.
- Perform other duties as required or as necessitated.

Education/Experience:

A candidate for the Senior Account Position should have at least 4 years of work experience in the retirement or public employment field. A Bachelor's degree in accounting or business is preferred. The candidate should have a strong math and accounting background and be familiar with PERAC's accounting regulations, in particular the accounting for the investment portfolio of the Retirement System. A working knowledge of PTG retirement software, MUNIS, M.G.L /Chapter 32 PERAC regulations and experience working with Custodial Bank (s) and Asset Managers. An ability to create and maintain documents using Microsoft Office applications including but not limited to Word, Excel and Power Point.

Salary and Benefits

The salary for this position will be commensurate with experience. The hired professional will become a member of the Quincy Retirement System. Health, dental and life insurance, a flexible spending account plan, and a deferred comp 457 plan are available.

Application Timeline

Applications accepted until position is filled.

To Apply for this Position

Please email a cover letter of interest and resume and mail a copy of these documents to:

lmcbirney@quincyma.gov

Lisa McBirney
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Quincy Retirement Board
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